

# American Institute in Taiwan Foreign National Student Intern Program (FNSIP)



## Spring 2023

Job Opening Period: 2022/11/23-2022/12/18 (Extended)

Internship Period: 2023/3/13-2023/7/31



# Program Details

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## OPEN TO:

All Interested Taiwanese University Students

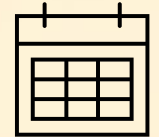
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## AVAILABLE POSITIONS: (Click the office for details)

[Kaohsiung Office](#) / [Taipei Office](#)

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## OPENING DATES:

2022/11/23-**2022/12/18 (Extended)**

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## HOURS REQUIREMENT:

Minimum hours worked per week: 20 hours

The exact workdays can be flexible and arranged between the individual intern and the section.

*(Note: Students should discuss work schedule during the interviews. Certificate of Internship will only be issued to those students who complete at least 2/3 hours of the program).*

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# Program Details -con'td

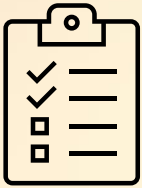
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## COMPENSATION:

There are no benefits, compensation, or any future employment rights attached to this internship. However, students would gain valuable experience in various areas of AIT and possible academic credit that your schools may consider to award.

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## ELIGIBILITY:

Successful applicants must be:

1. Taiwan citizens;
  2. 18 years of age or older;
  3. Active students with at least two years of university studies (i.e. junior, senior or graduate students);
  4. In good academic standing and have their school's endorsement;
  5. With an agreement from current schools.
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## HOW TO APPLY:

Application should include:

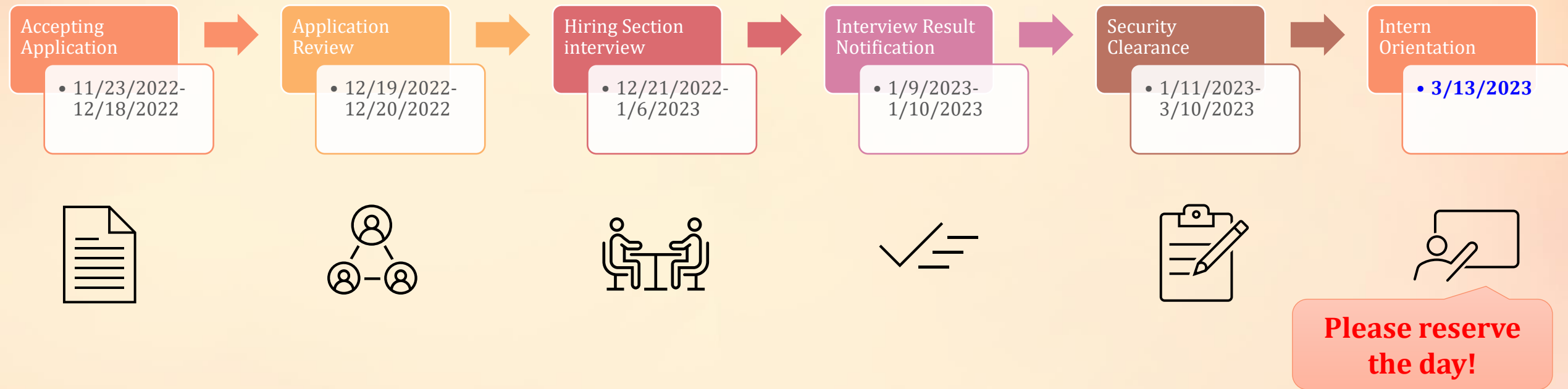
1. Statement of Interest ([PDF format, 246KB](#) or [Word format, 41KB](#))
2. Letter of Permission (issued by current Department Office or professor with a statement that the school has acknowledged and agreed on applicant's participating in AIT's internship program, no fixed format required)
3. Official transcripts (in English)
4. Gratuitous Service Agreement ([PDF format, 173KB](#))



E-mail the above documents with the email title "FNSIP Spring 2023/English Name/Position Applied" to [TaipeiAIT-FNSIP@state.gov](mailto:TaipeiAIT-FNSIP@state.gov) by 11:59 p.m., **December 18 (Extended)**, 2022. You shall receive an auto-reply message from the system if your application is submitted successfully.

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# Intern Hiring Process



# Feedback from the previous interns

- *People are super super nice here! Everyone is very willing to share their experience and teach you. Also, the working culture and environment are so inspiring and encouraging!*
- *Friendly team members and willing to guide me when I am not familiar to the basic operation.*
- *Get to know more experts in Mandarin teaching helps me to gain knowledge, and to decide future career path!*
- *The upbeat, fast-paced and friendly work environment!*
- *I became much more confident in speaking English in front of Native speakers.*
- *Nice colleagues and environment!*
- *Being able to participate in a variety of seminars and events. / Working in an English-speaking workplace!*
- *Able to try different tasks and work in an American culture environment!*
- *Participate in different events and learn to adjust my mindset about the actual working field!*



# AIT Kaohsiung (Please click the section for details)

APPLY NOW



Commercial  
Section

1 Position

Consular Section

2 Positions

Management  
Section

1 Position

Public Diplomacy  
Section

2 Positions

Political/Economic  
Section

1 Position

[Back to Details](#)



# AIT/K-Commercial Section

1 position



## COMM

### Duties

1. Assisting Principal Commercial Officer and Specialists Conduct missions in commercial section.
2. Follow Taiwan's developments in specific market sectors and brief Commercial team on those developments.
3. Undertake research for, and write major market opportunity reports published and maintained by the Department of Commerce.
4. Provide assistance to Commercial Officers and Specialists conducting Department of Commerce services by participating in meetings, conferences, and/or other-trade-related activities.
5. Conduct business analysis.
6. Assist Commercial Officers and Specialists in developing and /or launching new Commercial Section products, including website design.
7. Assist with trade conferences and events.
8. Other duties as asked and assigned.

### Education and Academic Training:

Active students with at least two years of university studies (i.e. junior, senior or graduate students).  
Commercial related major preferred. Data gathering and analysis.

### Language Proficiency:

Good English proficiency in writing, speaking, listening, reading.  
Please provide English proficiency certification if possible.

Computer Skills: Familiar with MS office, especially Word, PowerPoint, Excel, Outlook.

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# AIT/K-Consular Section

2 positions



## CONS

### Duties

1. Take the lead on at least one customized project aimed at analyzing and improving the provision of American Citizen Services. Provide regular briefings to Consular Section on the progress of the project.
2. Directly interact with American Citizen Services customers in English, Mandarin, and Taiwanese.
3. Assist with the preparation of documents and annual reports for the Consular Section.
4. Assist with clerical tasks and event preparatory work as required.
5. Perform written translation from Chinese to English or English to Chinese when necessary.
6. Assist with the preparation and execution of AIT/K's consular outreach events, including Public Diplomacy events and representational activities.
7. Special Citizen Services assistance.
8. Review and update the AIT Duty Officer's Handbook, AIT website and American Citizen Services SOP guide as well as publicly available resources such as: attorney list, hospital list, translator list, hotel list, shelter list and law enforcement research.
9. Assistance to other AIT/K sections as needed.

### Education and Academic Training:

Active students with at least two years of university studies (i.e. junior, senior or graduate students).

Previous experience in related fields such as Political Science, English, International Relations, Journalism, Public Relations or Business, will be considered in the hiring process.

**Language Proficiency:** Must have strong English skills and be fluent in Chinese.

### Computer Skills:

Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is required.

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# AIT/K-Management Section



**1 position**

## MGT

### Duties

#### **Administrative Assistance to MGT Section**

1. Access to and be responsible for data-driven research projects and proposing management strategy solutions to AIT staff. Work with Motor Pool, Procurement, Housing, Shipping, Travel, and Property teams to collect data from automated online databases, analyze data, and draft/edit/propose plans for future management policies.
2. Assist with the Contact Relationship Management database entry.
3. Assists Administrative Clerk with receiving, sorting, and distributing daily office mail.
4. Assist delivery of outgoing office mail to courier or post office.
5. Confirm gift registry record matches the gifts in inbox to ensure the accuracy.
6. Assists General Services Assistant with moving inbound shipments from 1st floor to 5th floor; assists GS Assistant with counting all items when requested.
7. Translates from English to Mandarin Management Notices and other requested documents as drafts for the Mgt. Specialist's review.
8. Assists CLO with video editing for cooking classes, post videos for Welcome Packet, etc.
9. Assists with special cases for assisting non-Mandarin speaking officers and EFMs with MGT-related items by helping to provide rough interpretation assistance.

#### **Facilities Projects – Notetaker & Escort**

1. Assist with Political Office and Small Conference Room project by providing escorting, assisting with meeting minutes with contractors, submitting visitor access requests.
2. Assists FAC with inbound – outbound officers' residential make-ready work.

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**Continued...**

# AIT/K-Management Section -con'td



**1 position**

## MGT

### Duties

#### **Information Mgt. Administrative Assistance**

1. Assist with collecting sections' inputs, proposing designs, and updating the AIT/K SharePoint site.
2. Assist with ISC warehouse re-organization and legacy IT equipment disposal.

#### **Event Assistance**

1. Attend and provide logistic support for the AIT/K July 4 Independence Reception including creating online registrations, following up with participants, checking in guests, escorting visitors.
2. Assist with AIT/K conferences and events – set-up, intake, invitation design.
3. Assists CLO with holiday decorations and events, as requested.

**Other duties as asked and assigned.**

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### Education and Academic Training:

Must be studying actively towards a degree.

Data gathering and analysis.

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### Language Proficiency:

Good English proficiency in writing, speaking, listening, reading.

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### Computer Skills:

Ability to use Microsoft Office Suite is required.

Adobe Creative Suite preferred.

**Continued...**

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# AIT/K-Management Section -con'td

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**1 position**

## MGT

### Others

Good communication skills. Flexibility and quick adaptation in work.

Please provide the Maximum hours possible when applying for the position. Minimum number of hours available 20 hours per week.

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# AIT/K-Public Diplomacy Section

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2 positions

## PDS

### Duties

1. Assist with design, scheduling of AIT/K social media content.
  2. Monitor and analyze response to AIT/K social media.
  3. Provide graphic design support to AIT/K initiatives.
  4. Provide logistical and administrative support for AIT/K programs.
  5. Assist other sections as required.
  6. Support broader AIT/K representational events as needed.
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### Education and Academic Training:

Bachelor's degree (completed or in-process)

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### Language Proficiency:

Must have strong English skills and be fluent in Mandarin Chinese.

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### Computer Skills:

MS Office (required); Adobe Creative Suite (preferred); social media expertise highly valued.

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# AIT/K-Political/Economic Section

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**1 position**

## POL/ECON

### Duties

1. Assist with gathering information for economic and political reporting in southern Taiwan, including conducting research, updating PowerPoint presentations, and compiling contact and biographical information on southern Taiwan business, official organization, ongoing research for cross-Strait issues, effects of US-China trade friction on Taiwan economy, impact of mayors and magistrates' policies on southern Taiwan, ongoing research of energy issues, the 2022 local elections, and academic figures.
2. Perform written translation from Chinese to English or English to Chinese.
3. Assist with the preparation and execution of AIT/K's ECON and POL outreach events, including representational activities.
4. Support coordination for events of AIT and State Department initiated programs – AIT/OAC's Ocean Challenge 2023, International Ocean Youth Leadership Camp, and TechCamp Kaohsiung Networking Event.
5. Support research on economy and industry developments in southern Taiwan.
6. Assist with research, meeting preparation, and reporting on political environment of southern Taiwan.
7. Assist in other AIT/K sections as needed.

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**Continued...**

# AIT/K-Political/Economic Section -con'td

1 position

APPLY NOW



## POL/ECON

### **Education and Academic Training:**

Must be studying actively towards a degree in Political Science, Economics, English, International Relations, Journalism, Business, Public Relations or related field.

Previous experience in related fields such as Political science, Economics, English, International relations, Journalism, Public Relations or Business, will be considered in the hiring process.

### **Language Proficiency:**

Must have strong English skills and be fluent in Mandarin Chinese.

### **Computer Skills:**

Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is required.

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# AIT Taipei (Please click the section for details)



**Agricultural  
Trade Office**  
1 Position

**Chinese Language  
School**  
3 Positions

**Commercial  
Section**  
2 Positions

**Community  
Liaison Office**  
2 Positions

**Consular  
Section**  
3 Positions

**Executive  
Section**  
1 Position

**General  
Services Office**  
1 Position

**Human  
Resources Office**  
1 Position

**Political  
Section**  
1 Position

**Public Diplomacy  
Section**  
2 Positions

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# Agricultural Trade Office

1 position

APPLY NOW



# ATO

## Duties

1. Assist with other tasks as necessary to support the functioning of the office.
2. Provide assistance to ATO staff in organizing trade missions, and/or other agricultural related trade services.
3. Work with ATO staff to document information sources for official reports.
4. Draft and/or edit non-sensitive English language correspondences.

## Education and Academic Training:

Must be studying actively towards a degree in commercial related majors.

## Language Proficiency:

Must have strong English skills and be fluent in Chinese.

**Computer Skills:** Ability to use Microsoft Office Suite is required.

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# Chinese Language School

1 position



## Internship Position 1

### Duties

1. Assist CLASS teachers with classroom instruction.
2. Assist CLASS teachers with curriculum development, material collection and materials research.
3. Assist Area Studies team with activities designated.
4. Complete one special project according to personal interests and specialization.
5. Assist CLASS Principal with duties as designated.
6. Serve as informal tutors and language partners for CLASS students.
7. Trial usage in technological tools

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### Education and Academic Training:

Graduate school or senior college student interested in teaching Chinese as a second/foreign language.

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### Specific Academic Training:

General

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# Chinese Language School

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1 position



## Internship Position 2

### Duties

1. Assist CLASS teachers with classroom instruction.
2. Assist CLASS teachers with curriculum development, material collection and materials research.
3. Assist Area Studies team with activities designated.
4. Complete one special project according to personal interests and specialization.
5. Assist CLASS Principal with duties as designated.
6. Serve as informal tutors and language partners for CLASS students.
7. Trial usage in technological tools

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### Education and Academic Training:

Graduate school or senior college student with a major in library science.

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### Specific Academic Training:

Library Science

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# Chinese Language School

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1 position



## Internship Position 3

### Duties

1. Work with our “Beyond 3” Team to develop and trouble-shoot a curriculum for CLASS’s most advanced students.
2. Assist CLASS teachers with curriculum development, material collection and materials research.
3. Assist Area Studies team with activities designated.
4. Assist CLASS Principal with duties as designated.
5. Serve as informal tutors and language partners for CLASS students.

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### Education and Academic Training:

Graduate student with academic and preferably practical experience in the pedagogy and teaching of higher-level Mandarin Chinese, including familiarity with higher level curriculum design and teaching primary sources in Mandarin (poetry, literature, and contemporary/media content). “Higher level” in this context means teaching Mandarin content suitable for native speakers at the high school, college, and graduate student level.

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### Specific Academic Training:

Teaching Chinese as a second language

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# Commercial Section

2 positions



## COMM

### Duties

1. Following Taiwan's developments in specific market sectors and briefing Commercial Officers on those developments.
2. Undertaking research for, and writing, major market opportunity reports, published and maintained by the Department of Commerce.
3. Providing assistance to Commercial Officers and Commercial Specialists conducting Department of Commerce services by participating in meetings, conferences, and/or other trade-related activities.
4. Conducting business analysis.
5. Assisting Commercial Officers and Specialists in developing and/or launching new Commercial Section products, including web site design.
6. Assisting with trade conferences and events.

### Education and Academic Training:

Economics and/or trade related education.

### Language Proficiency:

English knowledge

### Computer Skills:

Proficiency in Microsoft Office Suite.

### Others:

At least **20 work hours** per week

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APPLY NOW



# Community Liaison Office

2 positions

## CLO

### Duties

#### **Develop and Maintain CLO Online Portals (25%)**

1. Help design an online format newsletter website using the template from a professional website.
2. Provide assistance with AIT's weekly newsletter.
3. Update CLO section information on SharePoint.

#### **Local Information (30%)**

1. Join CLO meetings with NGOs, schools, travel agencies, and with other local cooperators. Update and compile POC list.
2. Create and update brochures on places to visit throughout Taiwan, "Beyond Taipei".
3. Create a Volunteer and Service Opportunities booklet. Research local volunteer organizations and compile a list for publication
4. Update TDY Welcome to Taipei booklet, which includes Cultural Awareness, Quick Guides, Local Information, Transportation, and shopping.
5. Update flyers, magazines, and brochures from Tourist Centers or local travel agencies.

#### **Events (25%)**

1. Help with event coordination and set up, CLO fundraisers, Teen Icebreaker, Welcome Party, Halloween Party, Thanksgiving Potluck, Holiday Bazaar, Holiday Celebration, and other events.
2. Inventory and price items for CLO's silent auction. Create a catalogue.
3. Create a catalogue for CLO's Holiday Bazaar. Help with venue set up and security escort.

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Continued...

# Community Liaison Office con'td

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2 positions



## CLO

### Duties

#### **Welcome and Orientation (10%)**

1. Prepare welcome folders for newcomers.
2. Provide assistance for social sponsor program.

#### **Other Office Tasks (10%)**

1. Help organize CLO event boxes in the warehouse.
2. Help inventory and downsize CLO's library.

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### Education and Academic Training:

Completed two years of university. Specific Academic Training in Information management, visual design, communication, journalism, tourism, literature, education, social sciences, and other related fields of study.

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### Language Proficiency:

English with good working proficiency.

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### Computer Skills:

Experience with Microsoft Publisher, Power Point, Excel, and any web design websites. HTML, CSS, JavaScript, PHP language skills are not required but preferred.

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# Consular Section/American Citizen Unit

1 position

CONS  
/ACS

## **Duties**

1. Assist with clerical tasks and event preparatory work as required.
2. Assists in special American Citizen Services, such as hospital visits, ad needed.
3. Assists in passport application data entry.
4. Assists in window operations on passport days.
5. Performs written translation from Chinese to English or English to Chinese.
6. Performs special projects as needed.

## **Education and Academic Training:**

Must be studying actively towards a degree.

Previous experience in related fields such as political science, international relations, public relations, information technology, or business will be considered in the hiring process.

## **Language Proficiency:**

Must have strong English skills and be fluent in Mandarin.

## **Computer Skills:**

Ability to use Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) required.

## **Others:**

Available to work a minimum of 20 hours per week.

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# Consular Section/American Citizen Unit

1 position



## CONS

## /IV

### Duties

1. Assist with prescreen and intake procedures – accept, review, note discrepancies in, and enter data from applicant documents – for all immigrant visa types.
2. Assist with special immigrant visa cases including Boarding Foils, SB-1s, Re-Entry Permits, and adoptions.
3. Assist with the visa production, including placement of visas in passports and quality assurance.
4. Assist with drafting responses to public inquires.
5. Assist with clerical tasks and event preparatory work.
6. Rotate into and/or assist other units in the Consular section.
7. Performs special projects.

### Education and Academic Training:

Must be studying actively towards a degree. Previous experience in related fields such as political science, international relations, public relations, information technology, or business will be considered in the hiring process.

### Language Proficiency:

Must have strong English skills and be fluent in Mandarin.

### Computer Skills:

Ability to use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) required.

### Others:

Available to work a minimum of 16 hours per week.

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# Consular Section/American Citizen Unit

1 position



CONS  
/NIV

## Duties

1. Assist with intake procedure - accept, review, note discrepancies in, and enter data from applicant documents for every nonimmigrant visa type.
2. Assist with visa production, including placement of visas in passports and quality assurance.
3. Assist with drafting responses to public inquiries as required.
4. Assist with clerical tasks and event preparatory work as required.
5. Implement special projects as needed.

## Education and Academic Training:

Must be studying actively towards a degree.

Previous experience in related fields such as political science, international relations, public relations, information technology, or business will be considered in the hiring process.

## Language Proficiency:

Must have strong English skills and be fluent in Mandarin.

## Computer Skills:

Ability to use Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) required.

## Others:

Available to work a minimum of 20 hours per week. Interest or experience in social media content creation, particularly videos, preferred.

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# Executive Section

1 position

APPLY NOW



## EXEC

### Duties

#### **1. Delegation Visits Support**

Assists with logistic coordination of delegation visits. This will include, but is not limited to, arranging the transportation and logistics for the visitors, ensuring the process of visit access, escorting the visitors according to security regulations, conference room set up, and tours of AIT's grounds.

#### **2. Data Management**

Maintains and updates the CRM Database. Researches and captures, on an ongoing basis, changes in names, titles, rank, status, etc. on the Diplomatic List and updates records of AIT contacts to include that information as well as dietary restrictions, language skills, etc. Coordinates with the Ministry of Foreign Affairs on other data updating as needed.

#### **3. Representational Events and Protocol Duties Support**

Assists with the coordination and execution of AIT Representational events and protocol duties, which will include, but not limited to, greeting and escorting guests, working with Protocol lead for the July Fourth event, gratuity preparation, official gift registry and distribution, etc.

### Education and Academic Training:

Two years study in college is required.

### Language Proficiency:

Level III (Good Working Knowledge) English and Level IV (Fluent) Mandarin Chinese are required

### Computer Skills:

Database Experience

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# General Services Office

1 position



# GSO

## **Duties**

MGT/GSO seeks one local university intern to spearhead data analytics and writing projects. Intern will have access to and be responsible for data-driven research projects and proposing management strategy solutions to AIT staff.

Intern will work with Motor Pool, Procurement, Housing, Shipping, Travel, and Property teams to collect data from automated online databases, analyze data, and draft/edit/propose plans for future management policies.

## **Education and Academic Training:**

English, Math, Statistics, Management, etc.

## **Language Proficiency:**

Comfortable reading, speaking, and writing English.

## **Computer Skills:**

Word, Excel, and online databases, etc.

## **Others:**

Interest in data, analytics, research, writing, planning, and management strategies Communicative team player with a positive attitude

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## HRO

### Duties

As an HR intern for Spring 2023, the student will have the opportunity to learn several main HR programs including recruitment, awards, post language, training, local student intern programs, HR databased maintenance and specific projects assigned. The duties are included but not limited as the following:

1. Assist with recruitment activities such as prescreening applications, conducting language tests, contacting applicants and scheduling interviews.
2. Assists with awards program such as printing certificates, arranging venue, contacting vendors, scanning nominations, updating database, etc.
3. Assists with language program with reviewing monthly attendance for billing purpose, preparing PO modifications and logging student record.
4. Assists with local student program: reviewing the applications, updating student information into the applicant log.

The intern will also provide daily administrative support and assist with HR records management, such as:

1. Personnel Files – maintain electronic and hard copy contents, organize records disposition schedule
2. Position Classification – update electronic files, organize classification documents and historical records

### Education and Academic Training:

Must be studying actively towards a degree in Liberal Arts, Science, Humanities, Management or Business. Previous experience in providing customer service or working on administrative matters, in an office environment, voluntary work, overseas student exchange will be considered in the hiring process.

### Language Proficiency:

Good command in English both oral and written.

### Computer Skills:

Proficiency in Microsoft Office Suite.

### Others:

Strong organizational and communication skill with attention to details.

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# Political Section

1 position



# POL

## Duties

1. Prepare biographies of POL contacts.
2. Participate in POL Youth Project.
3. Compile information for Trafficking in Persons Report, Human Rights Report, and International Religious Freedom Report.
4. Monitor media coverage for specific issues.
5. Perform administrative duties including escorting visitors and setting up meetings, etc.

## Education and Academic Training:

College/ Graduate Students majoring in political science, international relations, law, or English.

## Language Proficiency:

Must have strong English skills and be fluent in Mandarin Chinese.

## Computer Skills:

Ability to use Microsoft Office Suite is required.

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# Public Diplomacy Section

2 positions



# PDS

## Duties

### **Social Media:**

1. Assist with video-production work such as putting subtitles on videos, recording & editing videos, possibly creating promo videos for certain events.
2. Assist with social media outreach and engagement efforts such as proofreading FaceBook posts, taking photos at events, brainstorming ideas for IG, monitoring social media data.

### **Program Support:**

1. Attend and provide logistic support for all PDS teams including creating online registrations, following up with participants, checking in & guests, escorting visitors.
2. Assist with setting up for events with program equipment, preparing kits and giveaways, mailing out inventory, etc.
3. Assist with the translation of PDS program materials, including program literature, FaceBook posts, press products, etc.

### **Administrative Support:**

1. Help with data entries using various databases and filing documents.
2. Conducting market research for procurement items and requesting info from vendors.
3. Submit admin requests such as visitor access, MotorPool, and work orders for various maintenance and outreach needs.
4. Assist with general admin work such as organizing, scanning, filing, making copies, and shredding paper files.

**Other tasks as assigned (stay flexible!)**

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Continued...

# Public Diplomacy Section-con'td

2 positions

APPLY NOW



# PDS

## **Education and Academic Training:**

University Students studying Political Science, History, English, Literature, Education, Art, Communications, Marketing, Journalism, Library Science, International Affairs, Translations, and/or related fields.

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## **Language Proficiency:**

Must have strong English skills and be fluent in Mandarin Chinese.

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## **Computer Skills:**

Microsoft Office (especially PowerPoint, Excel, Word); video editing.  
Familiarity with popular social media platforms.

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AMERICAN  
INSTITUTE IN  
TAIWAN  
美國在台協會

**Welcome to Join AIT!**